

State of Florida DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

TALLAHASSEE, FLORIDA 32399-0500

FRED O. DICKINSON Executive Director

INFORMATION ON APPLYING FOR A FLORIDA TITLE AND PURCHASING OR TRANSFERRING A FLORIDA LICENSE PLATE

To Whom It May Concern:

In response to your request, enclosed are application forms for a certificate of title and purchasing or transferring a license plate.

The application must be completed in full detail using <u>first name</u>, <u>middle/maiden name</u> and <u>last name</u> (name on application must correspond with name on proof of ownership). A residency or business <u>street address</u> in Florida must be provided. Postal Box addresses alone are not acceptable.

Enter the date and sex of the registered owner in the spaces provided on the application. In cases of joint ownership, use the date of birth and sex of the person listed first. If the owner is not a natural person, enter "6-30" for date of birth and "C" for sex.

<u>The Florida driver license number</u>, <u>Florida identification card number</u>, or <u>federal employer identification number</u> of the owner listed first must be entered in the space provided on the application. A driver's license number is not required for vehicles not owned by a natural person.

The <u>vehicle identification number</u> on all used vehicles brought in from out-of-state must be verified. The VIN verification portion on the HSMV 82040 must be completed.

Application for title must be accompanied by acceptable <u>proof of ownership</u>. For acceptable proofs, see item 12 on the enclosed License Plate Rate Instruction sheet, form HSMV 83140. Proof of ownership must be in the name of the applicant or properly assigned to the applicant. Proof of ownership will be retained.

Information on Applying for a Florida Title and Purchasing or Transferring a Florida License Plate Page 2

License plates for private passenger cars and lightweight trucks (under 5000 lb.) are transferable to similar or lesser weight vehicles without additional tax, transfer fee or refund, provided a \$4.10 service fee and application for transfer are submitted.

Florida <u>Sales Tax</u> on the purchase of the vehicle <u>may</u> be due. Refer to the enclosed materials. Use the enclosed rate sheet to calculate <u>remittance</u> due. All declaration and/or exemption regarding sales tax on a vehicle must be recorded on the reverse side of form HSMV 82040.

In addition to the Florida Sales Tax, there may be a discretionary sales surtax imposed by counties to residents of that county. The discretionary sales surtax is based on the first \$5,000 of the purchase price. Refer to the enclosed material for participating counties.

Proof of purchase or required <u>Personal Injury Protection (PIP) insurance</u> and <u>Liability insurance</u> must accompany the application. Refer to the enclosed form HSMV 83330. You may submit an approved identification card, policy, binder or affidavit. Florida military members stationed outside Florida should refer to Military Insurance Exemption Information.

Applications must be submitted to the <u>Tax Collector</u> in your Florida county of residence. Refer to the enclosed directory for the appropriate address.

The personnel at the county level have all the necessary forms, knowledge and experience so that your application may be processed without unnecessary delays.

For further information or assistance, you may call the Customer Service Center at (850) 922-9000.

Correspondence Section Bureau of Titles and Registrations Division of Motor Vehicles

Enclosures

STATE OF FLORIDA

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
NEIL KIRKMAN BUILDING - TALLAHASSEE, FL 32399-0610

APPLICATION FOR CERTIFICATE OF TITLE WITH/WITHOUT REGISTRATION

APPLICATION:	☐ ORIGINAL	☐ IKA	NSFER:	OWNER	R / APPLIC			RMATIC		R VEH	CLE	IN	IOBILE	HOME		VESSEL
Customer Number			Unit Nu	mber						Fleet Num	ber					
OR AND NOT	AND NOTE: When joint ownership, please indicate if "or" or "and" is to be shown on title when issued. If neither box is checked, the title will be issued with "and".															
Owner's First Name, Full Middle/Maiden Name, Last Name						Date of Birth			Sex FL Driver License or FEID/Suffix			ix Number				
Co-Owner's First Name, Ful	II Middle/Maiden Name, La	ist Name				Date	e of Birt	h		Sex	FL	FL Driver License or FEID/Suffix Number				
Lessee's First Name, Full N	Middle/Maiden Name, Last	Name				Date	e of Birt	h	:	Sex	FL	Driver Lic	ense or FE	EID/Suffix	x Number	
Owner's Mailing Address (M	Mandatory)					City	l				Sta	ate	Zip			
Co-Owner's or Lessee's Ma	iling Address (Mandatory)					City	/				Sta	ate	Zip			
Owner's or Lessee's Street	Address in Florida (Manda	atory)				City	/				Sta	ate	Zip			
Mail to Customer Name (If E	Different From Above Owne	er)				Date	e of Birt	h		Sex	FL	Driver Lic	ense or FI	EID/Suffi	x Number	
Mail to Customer Address (If Different From Above Ma	ailing Address	s)			City	/				Sta	ate	Zip			
2		МО	TOR VE	HICLE. N	OBILE HO) DME	OR V	ESSEL	DESC	RIPTIC	N					
Vehicle/Vessel Identification	n Number	Make/Man		,			Yea		Body		Color		Florida T	itle Num	nber	
Previous State of Issue	License Plate or Vessel	Registration	Number	Weight	Lengtl	h Ft	in.	BHP/CC		GVW/LC)C		Florida C	urrent Da	ate of Issue	e
☐ Cabin Motorboat ☐ ☐ Auxiliary Sailboat ☐	Pontoon	Specify	Wood Fiberg Wood Other	glass /Fiberglass	Aluminum Steel		Outboard Inboard Inboard Other	nrd [I [d/Outboard				Gas Diesel Electric Other	FUEL Specii		(The depth of	sels 26' or more in
Exempt	Commercial Fish Hire (Livery) Commercial Sponge	Commercia Commercia Commercia Commercia Commercia Commercia	l Blue Crab Il Live Bait Il Mackerel Il Oyster	Com Com Com	mercial Stone Imercial Shrimp Imercial Shrimp Imercial Spiney Imercial Other	Recip	Recip. Non-Recip. Are you a Florida resident?			PREVIOUS OUT-OF-STATE REGISTRATION NUMBER:						
Previously Federally Docum	nented Vessel, Attach Cop	y of:								State of	f Princip	al Use				
U.S. Coast Guard Relea	se From Documentation Fo	orm; or		1.7	eled Documenta D USAGE (olicable	Boye	26)						
	☐ SHORT TERM☐ ASSEMBLED F		<u> </u>	ONG TERM	LEASED	RI	EBUILT IT CAR			VEHICLI			JSE 🔲		_	LOOD VEHICLE
4				LIE	NHOLDER	INF	ORMA	TION								
Check if ELT Customer	Customer # or FEID/Suffix	t # or DL# and	I Sex and D	ate of Birth	Date of Lier	n L	Lienhold	er Name								
Lienholder Address					City	•						State		Zip		
_	es the Department to send essels) If box above is no						eck box	and counte	ersign: _		(Signa	ure of Lien	nholder's R	epresent	tative)	_
5					TRANS	ER 1	TYPE									
IF OWNERSHIP HAS TRAN ☐ OTHER SPECIFY		HICLE, MOB		VESSEL A	CQUIRED?	☐ Si	ALE	_	Ţ	REPO:	SSESSI	_	COURT	ORDER		
6				OD	OMETER	DEC										
WARNING: Federal and State law requires that you state the mileage in connection with an application for a Certificate of Title. Failure to complete or providing a false statement may result in fines or imprisonment in State that this motor vehicles																
7					LER SALE				I E.I	. D.OOKEI						
FLORIDA SALES TAX REGIST	TRATION NUMBER	DAT	E OF SALE		DEALER LICENS				AMOU	NT OF TAX	(DEALER	/ AGENT SI	GNATUR	₹E	

8	MOTOR VEHICLE IDENTIFI	CATION NUMBER VERIFIC	CATION	
THIS SECTION REQUIRES A PHYSICAL INSPECTION AND A NOTARY PUBLIC, POLICE OFFICER, OR FLORIDA DIVISION VERIFICATION MUST BE SUBMITTED ON THEIR LETTERH 2,000 POUNDS OR MORE) NOT CURRENTLY TITLED IN FLO	N OF MOTOR VEHICLES EMPLOYEE OR TAX IEAD STATIONERY. COMPLETE THIS SECTION	COLLECTOR EMPLOYEE. IF THE VIN	N IS VERIFIED BY AN OUT OF STAT	E MOTOR VEHICLE DEALER, THE
I, the undersigned, certify that I have physically inspected the above	e described vehicle and find the vehicle identification	n number to be:	(Vehicle Identification Number	r)
DATE	CIONATURE			
DATE Law Enforcement Officer Or Florida Dealer's Name	SIGNATURE	Badge# or Florida Dealer #	PRINTED NAME	
	Florida Compliance Exam	•		Notary Stamp or Seal
	NOTARY'S SIGNATURE			
(Print, ty	ype or Stamp)			
9		IPTION CERTIFICATION		
THE PURCHASE OF A RECREATIONAL VEHICLE TO BE OFFI DESCRIBED HAS BEEN PURCHASED AND IS EXEMPT FRO			ON. I CERTIFY THE RECREATIONAL	VEHICLE, MOBILE HOME OR VESSEL
☐ PURCHASER (STATE AGENCIES, COUNTIES, ETC.) HC	DLDS VALID EXEMPTION CERTIFICATE	CONSUMER'S CERTIFICATE OF EX	EMPTION NUMBER	
☐ MOTOR VEHICLE ☐ MOBILE HOME ☐ V	/ESSEL WILL BE USED EXCLUSIVELY FOR RE			
		SALES TAX R	REGISTRATION NUMBER	
I hereby certify that ownership of the motor vehicle, mol ☐ DIVORCE DECREE ☐ TRANSFER BETWEEN HUSI ☐ OTHER (CYCLAR)	BAND AND WIFE 🔲 EVEN TRADE OR TRA	NDE DOWN (State the facts of the transferor's name a	• –	ne transferor information, including th
OTHER: (EXPLAIN)				
NOTE: ANY PRESUMPTION, REGARDING THE TAXABILIT TITLED OR DOCUMENTED IN THIS STATE OR BY THE UN CONTRARY. DECLARATIONS AFTER-THE-FACT ARE OF I	ITED STATES GOVERNMENT, ESTABLISHED E	By Rule 12A-1.007, F.A.C., May be ri	EBUTTED ONLY BY CLEAR AND COM	
10	REPOSSESS	ON DECLARATION		
IF CHECKED, THE FOLLOWING CERTIFICATION(S) IS MAD		ON DECEMBATION		
				V.D.O.O.F.O.O.D. D.D.O.F.O.F.A. LIFE
I CERTIFY THAT THIS MOTOR VEHICLE, MOBILE HO INSTRUMENT IS NOT REQUIRED FOR A MOTOR VEH		I DEFAULT IN THE TERMS OF THE LIE	:N INSTRUMENT AND IS NOW IN MY	7 POSSESSION. PROOF OF A LIEN
(VESSEL) A PHOTOCOPY OF THE LIEN INSTRUMEN	T FOR THE VESSEL IS REQUIRED AND ATTA	CHED.		
11	NON-USE AND O	THER CERTIFICATIONS		
IF CHECKED, THE FOLLOWING CERTIFICATIONS ARE MAI	DE RV THE APPLICANT:	HICLE IDENTIFIED WILL NOT BE OPE	DATED ON THE STREETS AND HIGH	JANAVO OE THIC STATE
☐ I CERTIFY THAT THE CERTIFICATE OF TITLE IS LOST	_	SSEL IDENTIFIED WILL NOT BE OPER		
OTHER: (EXPLAIN)				
12	APPLICATION ATTES	STMENT AND SIGNATURE	S	
I/WE PHYSICALLY INSPECTED THE ODOMETER AND I/V	VE FURTHER AGREE TO DEFEND THE TITI	LE AGAINST ALL CLAIMS.		
UNDER PENALTIES OF PERJURY, I DECLARE	THAT I HAVE READ THE FOREGOIN	IG DOCUMENT AND THAT TH	E FACTS STATED IN IT ARE	TRUE.
SIGNATURE OF APPLICANT (OWNER)	Date	SIGNATUR	RE OF APPLICANT (CO-OWNER)	Date
. ,	BELEASE OF SPOU	JSE OR HEIRS INTEREST	, ,	
13	HELEASE OF SPOC	JSE ON HEINS INTEREST		
The state of the state of the state of			O T T T T T T T T T T T T T T T T T T T	1 6
The undersigned person(s), state as follows: That				
, 20) and left surviving (him/her) the fo	ollowing beneficiaries:
Signature(s) of surviving spouse, co-owner and/or l	neirs. More than one form HSMV 82040	may be used for additional signa	tures.	
UNDER PENALTIES OF PERJURY, I DECLARE THAT	I HAVE READ THE FOREGOING DOCUM	MENT AND THAT THE FACTS STA	TED IN IT ARE TRUE.	
Print or Type Name of Spouse, Co-owner or I	Heir(s)	Signature of Spouse, Co-	Owner or Heir(s)	
That at the time of death the decedent was owner of the motor vehicle, mobile home or vessel are sufficient to pay title, interest and claim as heirs at law, legatees, devisee	y all just claims and that no probate proceed	ings have been instituted upon the es		
		Name of Applicant	(Print or Type)	

RESIDENTS OF FLORIDA AND ALL VESSEL OWNERS, RESIDING IN FLORIDA OR OUT OF STATE, SHOULD SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTATION TO A LOCAL FLORIDA TAX COLLECTOR'S OFFICE OR THE FLORIDA TAX COLLECTOR'S OFFICE LOCATED IN THE APPLICANT'S COUNTY OF RESIDENCE FOR PROCESSING.



STATE OF FLORIDA DEPARTMENT OF REVENUE

TALLAHASSEE, FLORIDA 32399-0100

TIP 93-07

March 10, 1993

REGISTRATION OF MOTOR VEHICLES BY MILITARY PERSONNEL

Beginning March 17, 1993, when a member of the United States military who is a permanent resident of the State of Florida with a permanent address in the State of Florida seeks to register or title any aircraft, boat, mobile home, motor vehicle, or other vehicle in Florida which was purchased outside the State of Florida the transaction is subject to Florida sales and use tax.

A credit is allowed to a person who as purchaser provides documentary evidence that a lawfully imposed sales or use tax has been paid to another state, territory of the United States, or the District of Columbia on any aircraft, boat, mobile home, motor vehicle, or other vehicle. The credit shall be the amount of legally imposed sales and use tax paid to another state, territory of the United States, or the District of Columbia. A foreign tax will not be recognized by the State of Florida in arriving at the tax due.

Florida sales and use tax is due on any aircraft, boat, mobile home, motor vehicle, or other vehicle imported from a foreign country into this state for use, consumption, distribution, or storage to be used or consumed in Florida without regard to the length or use in a foreign country.

Aircraft, boats, mobile homes, or motor vehicles which have been used in other states, U.S. territories, or the District of Columbia for six months or longer are not subject to Florida sales and use tax. In order to establish exemption from Florida sales and use tax, the current owner must be able to provide documentation that he meets each of the following conditions:

- 1. The current owner must have owned the aircraft, boat, mobile home, motor vehicle, or other vehicle for six (6) months or longer, and
- The aircraft, boat, mobile home, motor vehicle, or other vehicle must be used for six (6) months or longer in other states, U.S. territories, or District of Columbia, and
- 3. The use must have been under conditions which would lawfully give rise to the taxing jurisdiction of another state, territory or the District of Columbia.

If you have any questions about the topics covered by this notice, please call the Division of Taxpayer Assistance Division at 1-800-FLA-DOR1 (1-800-352-3671) or (850) 488-6800 and, for the hearing or speech impaired, TDD at 1-800-DOR-TDD1 (1-800-367-8331). Written inquiries should be addressed to: Division of Taxpayer Assistance, Post Office Box 7443, Tallahassee, Florida 32314-7443.

TAX COLLECTORS MAILING LIST

ALACHUA COUNTY 5801 NW 34TH ST. GAINESVILLE, FL 32653 (352) 374-5263 FAX#(352) 374-5200

BAKER COUNTY 81 N THIRD ST. MACCLENNY, FL 32063 (904) 259-6880 FAX# (904) 259-2279

BAY COUNTY PO BOX 2285 PANAMA CITY, FL 32402 (850) 784-4090 FAX# (850)784-6180

BRADFORD COUNTY PO BOX 969 STARKE, FL 32091 (904) 966-6235 FAX# (904) 964-9063

BREVARD COUNTY PO BOX 850 TITUSVILLE, FL 32781-0850 (321) 264-6935 FAX# (321) 264-6995

BROWARD COUNTY 815 NE 13 ST. FT. LAUDERDALE, FL 33304 (954) 765-4697 FAX# (954) 765-4651

CALHOUN COUNTY 20859 CENTRAL AVE E RM.107 BLOUNTSTOWN, FL 32424 (850)674-8242 FAX#(850)674-5116

CHARLOTTE COUNTY 18500 MURDOCK CIRCLE PORT CHARLOTTE, FL 33948 (941) 637-2141 FAX# (941) 637-2276

CITRUS COUNTY 110 N APOPKA AVE RM. 160 INVERNESS, FL 34450-4261 (352) 341-6510 FAX# (352)341-6513

CLAY COUNTY PO BOX 218 GREEN COVE SPGS, FL 32043 (904) 284-6320 FAX# (904)529-3608 COLLIER COUNTY 3301 E TAMIAMI TRL BLDG.C-1 NAPLES, FL 34112 (239) 774-8177 FAX# (239) 774-9327

COLUMBIA COUNTY 135 NE HERNANDO AVE,STE.125 LAKE CITY, FL 32055 (386) 758-1077 FAX# (386) 719-7460

DADE COUNTY 140 W FLAGLER ST. MIAMI, FL 33130 (305) 375-5678 FAX #(305) 372-6335

DESOTO COUNTY PO BOX 729 ARCADIA, FL 34265 (863) 993-4863 FAX# 863-993-4863

DIXIE COUNTY
PO DRAWER 5040
CROSS CITY, FL 32628-5040
(352) 498-1213
FAX# (352) 498-1259

DUVAL COUNTY 231 E FORSYTH ST RM 300 JACKSONVILLE, FL 32202 (904) 630-1916 FAX#(904) 630-2923

ESCAMBIA COUNTY PO BOX 1312 PENSACOLA, FL 32591 (850) 438-6500 EXT.252 FAX# (850) 434-2733

FLAGLER COUNTY PO BOX 846 BUNNELL, FL 32110 (904) 437-7424 FAX# (904) 437-7426

FRANKLIN COUNTY PO DRAWER 188 APALACHICOLA, FL 32329 (850) 653-9323 FAX# (850)653-2529

GADSDEN COUNTY PO BOX 817 QUINCY, FL 32353-0817 (850) 627-7255 FAX# (850) 875-8722 GILCHRIST COUNTY 112 S. MAIN ST TRENTON, FL 32693 (352) 463-3178 FAX# (352) 463-3177

GLADES COUNTY P O DRAWER 1589 MOORE HAVEN, FL 33471 (863) 946-0626 FAX#(863) 946-3295

GULF COUNTY 1000 CECIL G COSTIN SR. BLVD PORT ST. JOE, FL 32456 (850) 229-6116 FAX# (850) 229-9224

HAMILTON COUNTY 207 NE FIRST ST. RM.104 JASPER, FL 32052 (904) 792-1284 FAX# (904) 792-0878

HARDEE COUNTY 315 N 6TH AVE. WAUCHULA, FL 33873-0455 (863) 773-6365 FAX# 863-773-9679

HENDRY COUNTY PO BOX 1780 LABELLE, FL 33975-1780 (863) 675-5280 FAX#863-674-4087

HERNANDO COUNTY 20 N MAIN ST., RM. 112 BROOKSVILLE, FL 34601-2892 (352) 754-4180 FAX# (352)754-4189

HIGHLANDS COUNTY 540 S. Commerce Ave Sebring, FL 33870-3867 (863) 402-6685 Fax#863-402-6709

HILLSBOROUGH COUNTY 2506 N. FALKENBURG RD TAMPA, FL 33619 (813) 635-5247 FAX# (813) 612-6784

HOLMES COUNTY 201 N OKLAHOMA ST. BONIFAY, FL 32425 (850) 547-1115 FAX (850) 547-0202 INDIAN RIVER COUNTY PO BOX 610 VERO BEACH, FL 32961-0610 (772) 567-8000 EXT.338 FAX#772-770-5009

JACKSON COUNTY PO BOX 697 MARIANNA, FL 32447 (850) 482-9653 FAX# (850) 526-3821

JEFFERSON COUNTY 170 NORTH JEFFERSON ST. MONTICELLO, FL 32344 (850) 342-0147 FAX# (850) 342-0149

LAFAYETTE COUNTY PO BOX 96 MAYO, FL 32066-0096 (386) 294-1961 FAX# (386)294-2462

LAKE COUNTY
P O BOX 268
TAVARES, FL 32778-0268
(352) 343-9602
FAX# (352)253-6058

LEE COUNTY 2480 THOMPSON ST. FT MYERS, FL 33901 (941) 339-6022 FAX#(941) 339-6032

LEON COUNTY PO BOX 1835 TALLAHASSEE, FL 32302 (850) 488-4735 FAX# (850) 488-7828

LEVY COUNTY P O BOX 250 BRONSON, FL 32621-0250 (352) 486-5171 FAX# (352) 486-5181

LIBERTY COUNTY PO BOX 400 BRISTOL, FL 32321 (850) 643-2442 FAX# (850) 634-3755

MADISON COUNTY 112 E PINCKNEY ST. RM. 102 MADISON, FL 32340 (850) 973-6136 FAX#(850) 973-3116 MANATEE COUNTY 819 301 BLVD W BRADENTON, FL 34205-7906

(941)741-4800 FAX# (941) 741-3584

MARION COUNTY PO BOX 1178 OCALA, FL 34478 (352) 368-8230 FAX# (352) 368-2186

MARTIN COUNTY PO BOX 9013 STUART, FL 34995 (772) 288-5600 FAX# (772) 288-5975

MONROE COUNTY PO BOX 1129 KEY WEST, FL 33040 (305) 295-5080 FAX#(305) 295-5022

NASSAU COUNTY PO BOX 708 FERNANDINA BCH, FL 32035-0708 (904) 261-5566 FAX# 904-261-3231

OKALOOSA COUNTY 203 W JOHN SIMS PKWY, STE.1 NICEVILLE, FL 32578 (850) 651-7300 FAX# (850) 609-4005

OKEECHOBEE COUNTY 307 NW FIFTH AVE #B OKEECHOBEE, FL 34972-2571 (863) 763-3421 FAX# (863) 763-2426

ORANGE COUNTY 2110 W COLONIAL DR ORLANDO, FL 32804 (407)836-4145 FAX# (407) 836-4108

OSCEOLA COUNTY PO BOX 422105 KISSIMMEE, FL 34742-2105 (407) 343-4001 FAX# (407)343-3995

PALM BEACH COUNTY PO BOX 3715 W PALM BCH., FL 33402-3715 (561) 355-2622 FAX# (561) 355-4123 PASCO COUNTY P O BOX 276 DADE CITY, FL 33526-0276 (352) 521-4360

FAX#(352)521-4275

PINELLAS COUNTY PO BOX 749 CLEARWATER, FL 33757-0749 (727) 562-3262 FAX# (727) 562-3261

POLK COUNTY P O DRAWER 1779 BARTOW, FL 33850 (863) 534-4711 FAX# (863) 534-4735 or 863-534-4717

PUTNAM COUNTY PO DRAWER 1339 PALATKA, FL 32178-1339 (386) 329-0285 FAX# 386-329-0886

ST JOHNS COUNTY PO BOX 9001 ST AUGUSTINE, FL 32085-9001 (904) 823-2280 FAX# (904) 823-2283

ST LUCIE COUNTY PO BOX 308 FT PIERCE, FL 34954-0308 (772) 462-1653 FAX# (772-462-1968

SANTA ROSA COUNTY PO BOX 7100 MILTON, FL 32572 (850)983-1800 FAX# (850)623-8655

SARASOTA COUNTY 101 SOUTH WASHINGTON BLVD. SARASOTA, FL 34236-6993 (941) 861-8300 FAX# (941) 861-8353

SEMINOLE COUNTY PO BOX 630 SANFORD, FL 32772-0630 (407) 665-1000 FAX (407) 665-7922

SUMTER COUNTY 209 N FLORIDA STREET,RM#109 BUSHNELL, FL 33513 (352) 793-0265 FAX (352-568-1395 SUWANNEE COUNTY 215 PINE AVE. SW,STE.A LIVE OAK, FL 32060 (904) 362-2816 FAX# (904) 364-3713

TAYLOR COUNTY P O BOX 30 PERRY, FL 32348 (850) 838-3517 FAX# (850) 838-3518

UNION COUNTY 55 WEST MAIN ST., COURTHOUSE, RM#108 LAKE BUTLER, FL 32054 (386) 496-3331 FAX#(386) 496-1842

VOLUSIA COUNTY 250 N BEACH ST. RM#101 DAYTONA BCH, FL 32114 (386)254-4626 FAX#(386) 254-4638

WAKULLA COUNTY PO BOX 280 CRAWFORDVILLE, FL 32326-0280 (850) 926-3371 FAX# (850) 926-2035

WALTON COUNTY 49 N SIXTH ST. DEFUNIAK SPGS., FL 32433 (850) 892-8121 FAX# (850) 892-8079

WASHINGTON COUNTY P O BOX 1038 CHIPLEY, FL 32428-1038 (850) 638-6275 FAX# (850) 638-6067

HSMV83016(REV.12/17/02)

DISCRETIONARY SALES SURTAX (APPLIES TO THE FIRST \$5,000 OF THE TRANSACTION)

COLDENIA	1	\$5,000 OF THE TRANSACTION)	
COUNTY	COUNTY NUMBER	DISCRETIONARY SALES SURTAX	EFFECTIVE DATE
Baker	52	1%	01/94
Bay	23	1% (<u>1/2 %, effective 05/03</u>)	05/98
Bradford	45	1%	03/93
Calhoun	58	1%	01/93
Charlotte	53	1%	04/95
Clay	48	1%	02/90
Columbia	29	1%	08/94
Dade	01	1/2% (1%, effective 01/01/03)	01/92
DeSoto	34	1%	01/88
Dixie	54	1%	04/90
Duval	02	1%	01/01/01
Escambia	09	1-1/2%	01/98
Flagler	61	1%	01/01/03-12/2012
Gadsden	21	1%	01/88
Gilchrist	55	1%	10/92
Glades	60	1%	02/92
Gulf	66	1/2%	07/97
Hamilton	56	1%	07/90
Hardee	30	1%	01/98
Hendry	49	1%	01/88
Hernando	40	1/2%	01/99- <u>12/03</u>
Highlands	27	1%	11/89
Hillsborough	03	1%	10/01/01
Holmes	51	1%	10/95
Indian River	32	1%	06/89
Jackson	25	1-1/2%	07/96
Jefferson	46	1%	06/88- 05/03
Lafayette	62	1%	09/91
Lake	12	1%	01/88
Leon	13	1% (1-1/2%, effective 01/01/03)	12/89
Levy	39	1%	10/92
Liberty	67	1%	11/92
Madison	35	1%	08/89
Manatee	<u>15</u>	1/2%	01/01/03
Marion	14	1%	01/01/03
Monroe	38	1-1/2%	01/96
Nassau	41	1%	03/96
Okeechobee	57	1%	10/95
Orange	7	1/2%	01/01/03
Osceola	26	1%	09/90
Pinellas	04	1%	02/90
Putnam	22	1%	01/01/03
Santa Rosa	33	1/2%	10/98
Sarasota	16	1%	09/89
Seminole	17	1%	01/01/02
St Lucie	24	1/2%	07/96
Sumter	44	1%	01/93
Suwannee	31	1%	01/93
Taylor	37	1%	08/89
Union	63	1%	02/93-12/05
Volusia	08	1/2%	01/01/02
		 	
Wakulla	65	1%	01/88
Walton	36	1%	02/95
Washington	50	1% BLE IN ADDITION TO THE ABOVE DISCRE	11/93

FLORIDA SIX PERCENT (6%) SALES TAX IS APPLICABLE IN ADDITION TO THE ABOVE DISCRETIONARY SALES SURTAX

STATE OF FLORIDA

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES **DIVISION OF MOTOR VEHICLES**

Neil Kirkman Building -- Tallahassee, FL 32399-0620

INITIAL REGISTRATION FEE EXEMPTION AFFIDAVIT

TITLE NO.

VEHICLE IDENTIFICATION NO. YEAR MAKE BODY PREV. STATE

	The applicant claims exemption from the \$100.00 Initial Registration Fee imposed on the initial application for registration on a motor vehicle.												
PLEASE	PLEASE CHECK THE APPROPRIATE BOX AND SIGN												
*OFFICIAL USE ONLY	The applicant claims exemption from the \$100.00 Initial Registration Fee imposed on the initial application for registration of a motor vehicle and, is attesting that:												
* N	I am a member of the second who is not a resident Provide verification	nt and is	stationed in t		-	-							
*B	I am a former member of the U.S. Armed Forces, or his or her spouse or dependent child. I purchased this motor vehicle while stationed outside Florida. I was not dishonorably discharged nor discharged for bad conduct. I was a resident of Florida at the time of enlistment and discharge. I am applying for registration within 6 months after discharge and I am submitting a copy of the Discharge Order (DD214).												
* M	I am a member of the U.S. Armed Forces, or his or her spouse or dependent child, who was a resident of Florida at the time of enlistment. I purchased a motor vehicle while stationed outside of Florida. I have been reassigned by military orders to this state. Provide verification of military I.D. card.												
*F		o lost his, status is ent of Flo	/her life or is I attached. No rida at the tim	isted as "I DTE: The ne of enlis	Missing in Actior member of the tment. Registra	n". A proof of death Armed Forces must							
*0	I am a member of the who was a resident vehicle while station of Florida.	t of this s	state at the tin	ne of enlis	stment, who pure	chased a motor							
*A	I certify that the registing is in storage, or will	•	•			t is not operational, f this state.							
*EXE	G ,		•		0 ,								
•	*EXEMPTION CODE MUST BE ENTERED INTO THE SYSTEM TO RECORD EXEMPTION Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.												
HSMV 8200	Signature of Owner Printed Name of Owner Date ISMV 82002 (Rev. 11/00)S												

THIS FORM SHOULD BE USED WHEN:

An exemption is claimed for the \$100.00 Initial Registration Fee by members of the U.S. Armed Forces, their spouse, or dependent child.

An exemption is claimed for the \$100.00 Initial Registration Fee and the registration being transferred is from a vehicle that is "not operational, in storage or will not be operated on the streets and highways of this state."

THIS FORM SHOULD NOT BE USED WHEN:

- 1. The U.S. Armed Forces member is not a resident or not assigned by military order to the state of Florida.
- 2. The former member of the U.S. Armed Forces has been discharged or separated from the U.S. Armed Forces more than six (6) months.
- 3. It has been more than one (1) year since the spouse or dependent child of a member of the Armed Forces has received notification of the member's death or status as "Missing in Action".
- 4. A U.S. Armed Forces member is dishonorably discharged or discharged for bad conduct.

FLORIDA	INSURANCE AFFIDAVIT
I,Name of Insu	
have:	Property Damage Liability, currently in effect with:
Insurance Company Name / Agent on the following described motor vehicle	
This insurance company is licensed to is under penalties of perjury, I declare	•
HAVE READ THE FOREGOING DOCUMENT AND THE FACTS STATED IN IT ARE TRUE.	
HSMV 83330 (Rev. 11/99) S	PURSUANT TO S. 320.02, F.S.

MANDATORY FLORIDA NO-FAULT INSURANCE IS REQUIRED TO BE MAINTAINED CONTINUOUSLY THROUGHOUT THE ENTIRE REGISTRATION PERIOD.

FAILURE TO MAINTAIN THE REQUIRED COVERAGE COULD RESULT IN SUSPENSION OF YOUR DRIVER LICENSE, LICENSE PLATE, AND REGISTRATION.

PURSUANT TO SECTION 627.733, FLORIDA STATUTES

HSMV 83330 (Rev. 11/99) S

MILITARY INSURANCE EXEMPTION INFORMATION

The exemption for providing proof of Florida insurance applies in the following circumstances:

 $1. \ \ The \ military \ member \ is \ an \ owner, \ co-owner \ or \ registrant.$

or

2. The military member is a Florida resident stationed outside Florida.

All of the following is required:

- 1. An out-of-state mailing address (which will be shown on the Florida Vehicle Registration Certificate) for the military member.
- 2. The military member's Florida address of residence, which will be shown in the DMV database.
- 3. A copy of the military orders.

or

An affidavit from the military member's commanding officer that confirms the member's military orders and the date of assignment.

4. An affidavit stating the vehicle is being maintained in the member's state of military assignment and will not be driven in the state of Florida, except in a transient visitor status (see sample below).

AFFIDAVIT

I,	certify that my vehicle is maintained in the
(Name of Military M	lember)
state of	_, where I am on military orders and will not be driven in the state of
Florida, except in a transient visi	itor status.
UNDER PENALTIES OF PER. THE FACTS STATED IN IT A	JURY, I DECLARE THAT I HAVE READ THIS DOCUMENT AND RE TRUE.
	(Signature of Military Member)

THIS EXEMPTION DOES NOT APPLY TO VEHICLES REGISTERED SOLELY IN THE NAME OF A NON-MILITARY SPOUSE OR DEPENDENT(S) OF THE MILITARY MEMBER.

STATE OF FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES DIVISION OF MOTOR VEHICLES

Neil Kirkman Building - Tallahassee, FL 32399-0620

License Plate Rate Chart

*** REFER TO ADDITIONAL FEE EXPLANATION (Page 2)

TITLE REQUIRED	TAX CLASS	CLASSIFICATION NET WEIGHT IN POUNDS		ANNUAL TAX AND OTHER FEES *	
Yes	01	Automobiles, private use	Thru 2499	\$ 27.60	
Yes	01	Automobiles, private use	2500-3499	35.60	
Yes	01	Automobiles, private use	3500 Up	45.60	Full
Yes	31	Trucks, private and commercial use	Thru 1999	27.60	amount
Yes	31	Trucks, private and commercial use	2000-3000	35.60	is charged
Yes	31	Trucks, private and commercial use	3001-5000	45.60	for the
Yes	42	Chassis Mount Camper, unit affixed to truck chassis	Thru 4499	31.60	registration
Yes	42	Chassis Mount Camper, unit affixed to truck chassis	4500 Up	46.60	period
Yes	42	Motor Home, living unit self-propelled	Thru 4499	31.60	regardless
Yes	42	Motor Home, living unit self-propelled	4500 Up	46.60	of when
Yes	42	Private Motor Coach	Thru 4499	31.60	during the
Yes	42	Private Motor Coach	4500 Up	46.60	registration
* *	52	Trailers, private use	Thru 500	16.60	period the
Yes	56	Trailers, drawn by "GVW" series truck-tractors	21.60	vehicle is	
Yes	62	Camp Trailers, constructed with folding walls		21.60	registered.
No	70	Transporter	86.60		
Yes	77	Travel Trailer, up to 35 ft.	31.60		
Yes	96	Boy Scouts, Churches, etc.	14.60		
Yes	97	Exempt Government License Plates		12.60	

TITLE REQUIRED	TAX CLASS	CLASSIFICATION	LENGTH IN FEET	ANNUAL TAX AND OTHER FEES*	TAX AND	QUARTER YEAR TAX AND OTHER FEES *
Yes	51	Mobile Homes	Up to 35	25.10	15.10	10.10
Yes	51	Mobile Homes	36 thru 40	30.10	17.60	11.35
Yes	51	Mobile Homes	41 thru 45	35.10	20.10	12.60
Yes	51	Mobile Homes	46 thru 50	40.10	22.60	13.85
Yes	51	Mobile Homes	51 thru 55	45.10	25.10	15.10
Yes	51	Mobile Homes	56 thru 60	50.10	27.60	16.35
Yes	51	Mobile Homes	61 thru 65	55.10	30.10	17.60
Yes	51	Mobile Homes	66 & Up	85.10	45.10	25.10
No	65	Motorized and Disability Access Vehicles		24.10	19.10	19.10
* *	65	Motorcycles		24.10	19.10	19.10
No	69	Mopeds, pedal activated motor not more than 1 1/2	BHP	19.10	19.10	19.10
No	71	Franchised Dealer's License Plates	24.10	17.85	16.60	
No	71	Independent Dealer's License Plates		24.10	17.85	16.60
No	71	Trailer Coach Dealer's License Plates		24.10	17.85	16.60
No	71	Motorcycle Dealer's License Plates		24.10	17.85	16.60
No	74	Marine Boat Trailer Dealer's License Plates		24.10	17.85	16.60
Yes	76	Park Trailers, regardless of length		36.60	24.10	17.85
Yes	78	Travel Trailers	Over 35	36.60	24.10	17.85
Yes	92	School Buses (privately owned), Hearses, Ambular Wreckers (garages in regular business)	ices and	41.60	26.60	19.10
Yes	94	Tractor Cranes, Power Shovels, Well Drillers and o vehicles, so constructed and designed as a tool hauling unit, used on the roads and highways in the purpose for which designed	44.10	27.85	19.73	
Yes	95	Antiques - Passenger Cars		20.60	18.10	18.10

License Plate Rate Chart (continued)

These categories are computed based on CWT (per each 100 pounds) and may be purchased for 12, 6, or 3 months. Add the flat fee plus \$\frac{amount}{amount}\$ per each 100 pounds to determine the annual tax amount. Then compute one-half or one-quarter of the annual tax, if applicable. Add service and other fees.

	Add service and other fees.													
TITLE REQUIRED	TAX CLASS	CLASSIFICATION							WEIGHT		ANNUAL TAX SERVICE AND FLAT (per cwt) OTHER FEES *			
**	54	Trailers, "For Hire"							ru 1999	9 9	S 2.50 + 1.00 + 11.60			
Yes	54	Trailers, "For Hire"						2	000 Up		10.00 +	+ 1.00 +	11.60	
Yes	09	Automobiles "For H	lire"					Passer	ngers up	to 8	12.50 +	+ 1.00 +	11.60	
Yes	09	Automobiles "For H period for one-half							ngers up			+ 1.00 +		
TITLE	TAX	CLASSIFICATION			*			1						
REQUIRED	CLASS	OLAGOII IOATION			MON	ты у	PROR	АТІОМ	OF TAY	Y				
REGUIRED	OLAGO	GVW	12	11	10	9	8	7	6	5	4	3	2	1
<u> </u>		_												
Yes	39	Forestry Trk-Trac	256.60	236.60	216.60	196.60	176.60	156.60	136.60	116.60	96.60	76.60	56.60	36.60
Yes	41	Trk-Trac 5001-5999	56.60	52.85	49.10	45.35	41.60	37.85	34.10	30.35	26.60	22.85	19.10	16.60
Yes	41	Trk-Trac 6000-7999	76.60	71.18	65.77	60.35	54.93	49.52	44.10	38.68	33.27	27.85	22.43	17.02
Yes	41	Trk-Trac 8000-9999	87.60	81.27	74.93	68.60	62.27	55.93	49.60	43.27	36.93	30.60	24.27	17.93
Yes	41	Trk-Trac 10000-14999	103.60	96.35	89.10	81.85	74.60	67.35	60.10	52.85	45.60	38.35	31.10	23.85
Yes	41	Trk-Trac 15000-19999	147.60	136.68	125.77	114.85	103.93	93.02	82.10	71.18	60.27	49.35	38.43	27.52
Yes	41	Trk-Trac 20000-26000	202.60	187.10	171.60	156.10	140.60	125.10	109.60	94.10	78.60	63.10	47.60	32.10
Yes	41	Trk-Trac 26001-34999	256.60	236.60	216.60	196.60	176.60	156.60	136.60	116.60	96.60	76.60	56.60	36.60
Yes	41	Trk-Trac 35000-43999	316.60	291.60	266.60	241.60	216.60	191.60	166.60	141.60	115.60	91.60	66.60	41.60
Yes	41	Trk-Trac 44000-54999	588.60	540.93	493.27	445.60	397.93	350.27	302.60	254.93	207.27	159.60	111.93	64.27
Yes	41	Trk-Trac 55000-61999	694.60	638.10	581.60	525.10	468.60	412.10	355.60	298.60	242.60	186.10	129.60	73.10
Yes	41	Trk-Trac 62000-71999	816.60	749.93	683.27	616.60	549.93	483.27	416.60	349.93	283.27	216.60	149.93	83.27
Yes	41	Trk-Trac 72000-80000	994.60	914.12	832.43	750.85	669.27	587.68	506.10	424.52	342.93	261.35	179.77	98.18
Yes	91	Antique Trk - 5000 lbs. Net Wt.	20.60	19.98	19.35	18.73	18.10	18.10	17.10	18.10	18.10	18.10	18.10	18.10
Yes	93	Goats	19.10	18.48	17.85	17.23	16.60	16.60	16.60	16.60	16.60	16.60	16.60	16.60
Yes	102	Agri, Trk, Trac thru 43999	81.60	76.18	70.77	65.35	59.93	54.52	49.10	43.68	38.27	32.85	27.43	22.02
Yes	102	Agri, Trk, Trac 44000 – 80000	256.60	236.60	216.60	196.60	176.60	156.60	136.60	116.60	96.60	76.60	56.60	36.60

These categories are computed based on CWT (per each 100 pounds) and may be monthly prorated. Add the flat fee plus \$\frac{1}{2}\$ amount per each 100 pounds to determine the annual tax amount. Divide by 12 months to determine the tax per month. Then compute the tax by multiplying the monthly rate times the number of tax months due and add the service and other fees to determine the total amount.

TITLE REQUIRED	TAX CLASS	CLASSIFICATION	NET WEIGHT IN POUNDS	ANNUAL TAX FLAT (per cwt)	SERVICE AND OTHER FEES *
**	53	Trailers, Private Use	501 Up	\$ 2.50 + .75 +	11.60
Yes	36	Buses May be registered semi-annually for one-half of registration tax and \$2.50 semi-annual fee.	Passengers 9 Up	12.50 + 1.50 +	11.60

FEES: * \$.10 Emergency Medical Services

\$1.00 Air Pollution Control

\$2.00 Advanced Replacement

\$.50 Reflectorization \$.50 FRVIS \$1.00 Law Enforcement Radio System \$1.50 Transportation Disadvantaged \$2.00 Surcharge for State Transportation \$2.50 Accident Records\$2.50 Service Charge\$5.00 State Transportation

\$1.00 Juvenile Justice \$1.00 Decal on Demand

Add \$100.00 Initial Registration Fee when applicable. Refer to License Plate Rates Instruction Sheet for additional information.

^{**} Trailers through 1999 pounds, motorcycles 2 BHP or less, OR 50 CC or less are **NOT** required to be titled.

^{***} Add \$10.00 when metal license plate is to be issued.

LICENSE PLATE RATES INSTRUCTION SHEET

I. REGISTRATION PERIODS

The 12 month registration period begins the first day of the owner's birthmonth (Exceptions: Company owned vehicles use the month of June; Lease companies are staggered based on first alpha character of company name, truck-tractors, semi-trailers, buses and mobile homes use a December birthmonth). If the rate chart indicates annual, half year and quarter year fee calculations, you must determine the number of month's tax required. To determine the number of months of tax required, start with the month the vehicle was purchased or subject to registration and count through the month prior to the owner's birthmonth. Three months or less requires the quarter year rate, four to six months requires the half year rate, and over six requires the full year rate. (Example: You purchased your vehicle in November and your birthmonth is June, count a total of seven months (November through May) and the full year rate would be required.)

II. TRUCKS AND TRAILERS - WEIGHTS

For trucks weighing 5,000 lbs. or less, if the shipping weight is not available on the manufacturer's certificate of origin a certified weight affidavit from a weighing station is required. The gross vehicle weight (GVW) as declared by the owner, is required on all truck-tractors and trucks weighing over 5000 pounds.

For heavy trucks with net weight of 5001-7999 lbs., GVW is calculated by adding the net weight of the truck and the truck's load. For heavy trucks with net weight of 8000 lbs. up and truck-tractors, the GVW is calculated by adding the net weight of the truck or truck-tractor and it's load to the net weight of the trailer and it's load.

III. INITIAL REGISTRATION FEE

Imposed upon the initial application for registration of private automobiles, trucks 5,000 lbs. or less and motor homes.

The \$100.00 Initial Registration Fee does not apply to:

- 1. Any registration renewal transaction.
- 2. A transfer or exchange of a registration license plate for a motor vehicle that has been disposed of to a newly acquired motor vehicle in compliance with Sections 320.0609(2) or (5), Florida Statutes.
- 3. Any initial registration that occurs when a transfer of Florida title is processed between co-owners as provided by Section 319.22, Florida Statutes, or when a transfer of ownership by operation of law occurs as provided by Section 319.28, Florida Statutes. Additionally, the fee does not apply when the transfer of title occurs from a person to a member of that person's immediate family. Section 657.002, Florida Statutes, defines immediate family as parents, children, spouse, or surviving spouse of the member, or any other relative by blood, marriage, or adoption residing in the same household with the registered owner.
- 4. The registration of a motor vehicle owned by and operated exclusively for the personal use of:
 - a) Any member of the United States Armed Forces, <u>or his/her spouse or dependent child</u>, who is not a resident of this state and who is stationed in this state while in compliance with military orders.
 - b) Any former member of the United States Armed Forces, or his/her spouse or dependent child, who purchased such motor vehicle while stationed outside of Florida, who has separated from the Armed forces and was not dishonorably discharged or discharged for bad conduct, who was a resident of this state at the time of enlistment and at the time of discharge, and who applies for registration of such motor vehicle within 6 months after discharge.
 - c) Any member of the United States Armed Forces, or his/her spouse or dependent child, who was a resident of this state at the time of enlistment, who purchased such motor vehicle while stationed outside of Florida, and who is now reassigned by military order to this state.
 - d) Any spouse or dependent child of a member of the United States Armed forces who loses his life while on active duty or who is listed by the Armed Forces as "missing-in-action." Such spouse or child must be a resident of this state and the serviceman must have been a resident of this state at the time of enlistment. Registration of such motor vehicle must occur within 1 year of the notification of the serviceman's death or of his status as "missing-in-action."
 - e) Any member of the United States Armed Forces, or his/her spouse or dependent child, who was a resident of this state at the time of enlistment, who purchased a motor vehicle while stationed outside of Florida, and who continues to be stationed outside of Florida.
- 5. The registration of any motor vehicle owned or exclusively operated by the state or by any county, municipality or other governmental entity.
- 6. The registration of a truck defined as a "goat", or any other vehicle when used in the field by a farmer or in the woods for the purpose of harvesting a crop, including naval stores, during such harvesting operations, and which is not principally operated upon the roads of this state. The "goats" are registered under "class code 93".
- 7. The registration of an automobile or truck defined as "ancient" (the vehicle was manufactured in 1945 or earlier) or "antique" (the vehicle was manufactured beginning 1946 and of the age of 30 years or more after the date of manufacture), pursuant to s. 320.086(1) or (2), Florida Statutes.
- 8. The initial registration fee shall not apply to any newly acquired vehicle, upon submission of an affidavit, indicating that the previous vehicle (not disposed of) is not operational, or is in storage, or will not be operated on the streets and highways of this state.

CALCULATION OF FEES AND CHECK OFF LIST

ITEMS TO BE COMPLETED BEFORE SUBMITTING YOUR REQUEST Enter the license plate fee from page 1 or 2..... Add \$10.00 when new metal license plate is to be issued Add \$100.00 Initial Registration Fee, and..... Add \$.50 branch fee if processing through a county branch office. If transferring a valid Florida license plate, see number six below. 2. Title fee (if applicable), enter \$29.25 for new vehicles or vehicles previously registered in Florida; \$33.25 for vehicles previously registered in another state;.... Title not required on trailers through 1,999 lbs., motorcycles 2 BHP or less OR 50 CC or less, mopeds or motorized bicycles. Add \$.50 branch fee if processing through a county branch office. If recording a lien enter \$2.00..... 3. 4. If over 30 days from date of purchase enter \$10.00..... 5. Enter a \$2.00 lemon law fee if application is for a new vehicle purchased or leased for one year or longer in the State of Florida and is a passenger car or truck with a gross vehicle weight of 10,000 pounds or less. (Only applies to Florida Dealers and Leasing Companies) If transferring a valid Florida license plate to a replacement vehicle, enter \$4.10... If additional transfer fee required, enter \$4.50 (any license plate transferred to or from any vehicle other than a passenger automobile or truck under 5,000 lbs. will require a transfer fee in addition to the regular tax and fees indicated above)...... 7. Enter mail fee. (\$1.55 first class metal license plate; or for renewal decal \$.60). ... 8. Must comply with separate sales tax notice enclosed. If sales tax due enter amount. If Dealer License Plate enter annual use tax of \$27.00 per license plate...... Amount due: Enter total of above lines 1-8. 9. OWNER'S CHECK OFF LIST (BY EACH ITEM BELOW AFTER IT IS COMPLETED, PLACE A ✓ MARK) 10. Enter the total from line 9 on your check, made payable to your County License Plate Agency...... 11. Proof of insurance enclosed (see attached insurance notice and affidavit)..... 12. Proof of ownership: (Documents will be retained by Department). New Cars: Manufacturer's certificate of origin from all states except the State of Nevada which also requires the dealer's report of sale form. Used Cars: (cars already registered in another state): Certificate of title if from a title state, or b.) registration or other official document showing ownership must be submitted if from a non-title state or foreign country. 13. All required application forms completed and signed......

YOUR REQUEST WILL BE RETURNED UNPROCESSED UNLESS YOU HAVE COMPLIED WITH ALL THE ABOVE INSTRUCTIONS.